

PRIORITY**EXECUTIVE SECRETARIAT**
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS		X		
16	D/Ex Staff				
17	D/OMS/DA		X		
18					
19					
20					
21					
22					

SUSPENSE ASAP

Date

Remarks To # 6: For Direct response, please.
(Advised that all agencies were in late receipt of this ltr - meeting of designees to take place later)

Executive Secretary
10 Mar '88**ROUTING AND TRANSMITTAL SLIP**

Date

14 MAR 88

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. DIRECTOR OF PERSONNEL

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION: PLEASE CALL MS. EVERETT

DIRECT TO ADVISE OF DESIGNEE.

SUSPENSE: ASAP

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

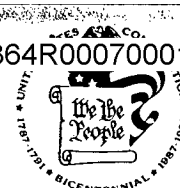
Room No.—Bldg.

Phone No.

EXA/DDA

General Services Administration
Washington, DC 20405

February 22, 1988



Executive Registry

88-0946X

Dear Mr. Webster:

The General Services Administration (GSA) recognizes the need for quality child care for working Federal parents and is committed to the opening of 25 child care centers by the end of this fiscal year. The Federal Government employs parents of over 700,000 preschool age children. We now know that child care centers promote employee loyalty, enhance job satisfaction, and provide incentives to attract and retain good employees. This year's goal is an ambitious start to a long-term effort. I am asking your support in this effort.

GSA has developed a plan to seek and assist Federal agencies in establishing quality child care centers for the children of their employees. In the past, GSA's involvement in child care centered around the provision of space on an "agency requested" and on an "as available" basis. Today, we are committed to working with client agencies to establish these centers and have them operational in record time.

Establishing child care centers on or near the worksite is a cooperative effort between GSA and the agencies. We will not only construct quality space, but we will also encourage the development of child care centers that serve as learning centers. GSA will assist you in seeking out the best guidance (experts in the child development field) and encourage the setting and maintaining of high standards for these centers.

In order to provide the best support and communication possible, I would like you to designate one person as your agency contact. The designee, as your spokesperson, should have a genuine interest in developing quality child care centers. Your designee will channel information on Federal child care centers throughout your organization.

We are actively working with the media, Federal employee unions, special interest groups, and others having a vested interest in child care. We are finding a strong enthusiasm for this program.

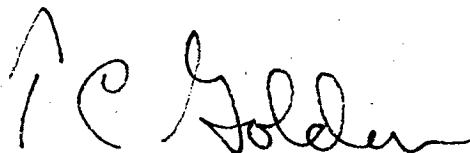


- 2 -

We would like to meet all designees in February. Please call Ms. Ann Everett, Child Care Program Manager, with the name and telephone number of your designee. Ms. Everett may be reached on 566-1516.

I appreciate your support in the child care program.

Sincerely,

A handwritten signature in dark ink, appearing to read "T C Golden". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Terence C. Golden

The Honorable
William H. Webster
Director
Central Intelligence Agency
Washington, DC 20505